
How to Change an Employee's Compensation**How to Change or Update an Employee's Compensation Overview**

This job aid will guide you through the steps required when a compensation change needs to be made to an employee's state, non-state, or special pay rate. The system contains edits that maintain the acceptable parameters for compensation actions, based upon the salary plan, grade minimum and maximum thresholds.

Salary changes due to upward, downward or lateral job changes, which includes job code, salary plan/grade/step changes, require two separate transactions. It is necessary to process the position update prior to processing the salary change. Refer to the *"Managing Position Data Job Aid"* for assistance with keying the position update. The effective date of the pay action cannot be prior to the effective date of the position change. The position change and the salary change must have the same effective date in the system. Therefore, when processing the pay change, an effective sequence will be added within the current effective dated row on the job data page.

It is important that the action/action reasons are accurate based on the type of change you are making. Examples of these consistent action/action reasons will be provided throughout this job aid. There are audit reports that agencies and DHRM will use to monitor demotions, promotions, upward and downward pay changes to ensure that the prerequisite position change necessary to properly impact the compensation action are processed in accordance with DHRM Compensation Policy 3.05.

If this compensation change is a result of demotion or pay change that must be removed, it is necessary to open a VCCC Helpdesk ticket in order for Cardinal PPS to remove the data rows. In order to reverse or adjust a pay change, as long as there is not another effective dated row following the effective date of the pay change needing to be reversed or changed, an effective sequence may be added using the same date as the pay action.

Table of Contents

How to Change an Employee's Compensation	2
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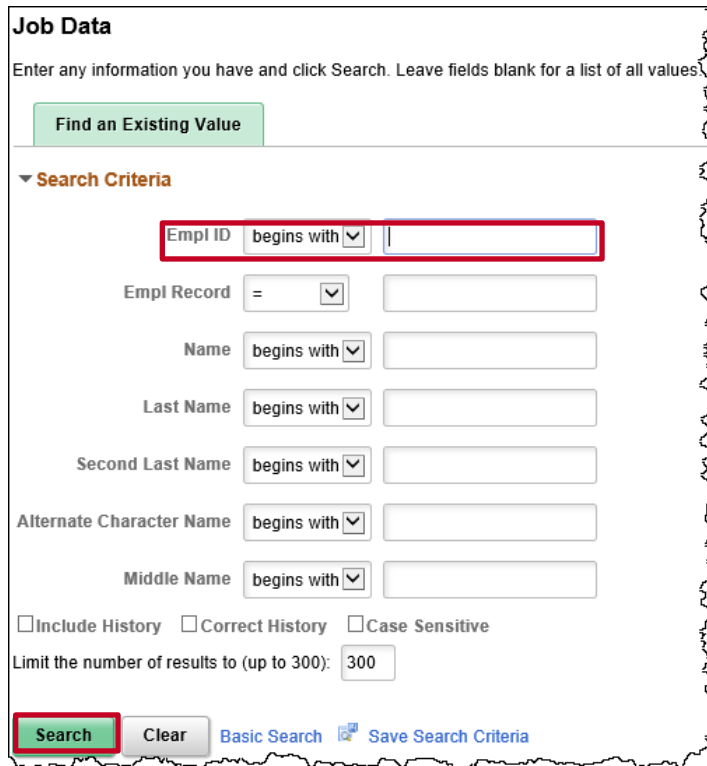
How to Change an Employee's Compensation

How to Change an Employee's Compensation

1. Navigate to the **Performance Ratings** page using the following path:

Navigator > Workforce Administrator > Job Information > Job Data

The **Job Data Search** page displays.



2. Enter the employee's Employee ID in the **Empl ID** field.
3. Click the **Search** button.

Note: You can also search by Employee Record or name using the corresponding fields. However, it is recommended to use the Employee ID as it is a unique identifier for each employee. The WBT titled **NAV205 Fluid Navigation Tips** will provide tips and tricks on searching for employees. It can be found on the Cardinal website under **Learning**.

Note: Cardinal security restricts the user to seeing only their agency employees.

How to Change an Employee's Compensation

The **Job Data** page displays the search results.

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Empl ID begins with 00900

Empl Record =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

300 of 1894 results are displayed.

[View All](#)

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name
	0				(blank)	(blank)	Test
	0				(blank)	(blank)	(blank)
	0				(blank)	(blank)	(blank)
	0				(blank)	(blank)	(blank)

4. From the **Search Box** select the desired employee to update.

The **Work Location** tab is displayed.

Work Location Job Information Job Labor Payroll Salary Plan Compensation

Employee Empl ID 0090001200 Empl Record 0

Work Location Details

*Effective Date 06/10/2021

Effective Sequence 0

HR Status Active

Payroll Status Leave of Absence

*Action Position Change

Reason Job Reclass Downward

*Job Indicator Primary Job

Current

Go To Row + -

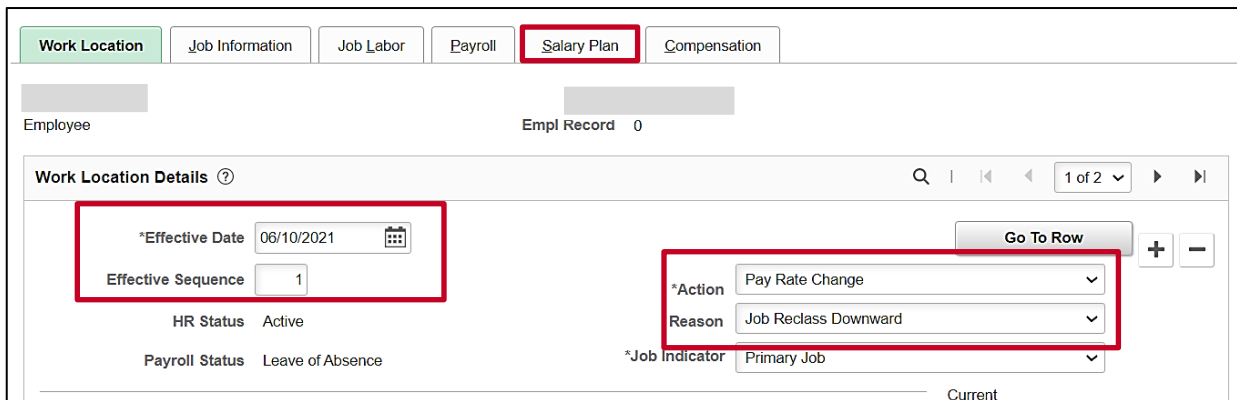
Note: A change to the employee's job record initiated from a change on the Position was entered on 6/10/2021.

How to Change an Employee's Compensation

5. Click the **Add a New Row** icon (+) to add a new effective dated row.
6. The **Effective Date** field defaults to the current system date. Update this date to the applicable date using the **Calendar** icon as needed. If the change is the same date as the Position change the effective sequence will be changed to 1. As shown in step 11 below.

Note: If this change is the result of an alternate salary plan step make sure the effective date is the same or later date than the effective date of the alternate salary plan update.

Note: For further information on effective dating, see the Job Aid titled **HR351 Overview of Effective Dating**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.

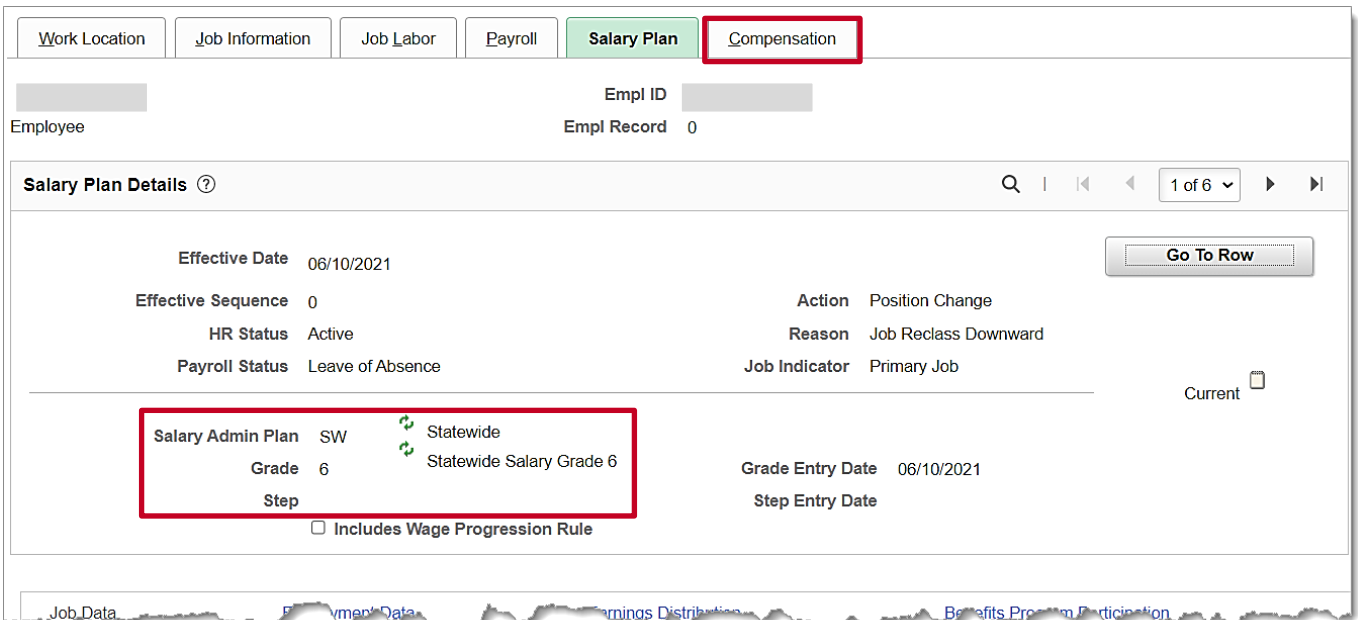


The screenshot shows the 'Salary Plan' tab selected in the top navigation bar. Below the tabs, there are fields for 'Employee' and 'Empl Record 0'. The main section is titled 'Work Location Details' and contains a table with one row. The row has the following values: '*Effective Date' (06/10/2021), 'Effective Sequence' (1), 'HR Status' (Active), 'Payroll Status' (Leave of Absence), '*Action' (Pay Rate Change), 'Reason' (Job Reclass Downward), and '*Job Indicator' (Primary Job). The 'Go To Row' button is visible at the top right of the table. The 'Current' status is indicated at the bottom right.

7. Click the **Action** drop-down arrow.
8. Select the appropriate **Action**. In this example **Pay Rate Change** has been selected. The number of types of Actions where a pay change is allowed are limited to Pay Rate Change, Hire, Rehire, and Transfer.
- Note:** For further information on Action/Action Reason, see the Job Aid titled **HR351 Action Reason Overview**. This Job Aid can be found on the Cardinal website in **Job Aids** under **Learning**.
9. Click the **Reason** drop-down arrow.
10. Select the appropriate **Reason** to reflect the compensation change. In this example **Job Reclass Downward** has been selected.
11. In this example the effective date of the Pay Rate Change is the same day as the change to the position so the **Effective Sequence** must be updated to reflect the next sequential number. In this example it is updated to 1.
12. If a new **Alternate Salary Plan** was updated on the position click the **Salary Plan** tab. Otherwise continue to step 14.

How to Change an Employee's Compensation

The **Salary Plan** tab is displayed.



Work Location Job Information Job Labor Payroll **Salary Plan** **Compensation**

Employee Empl ID Empl Record 0

Salary Plan Details ? 1 of 6

Effective Date 06/10/2021 Go To Row

Effective Sequence 0 Action Position Change

HR Status Active Reason Job Reclass Downward

Payroll Status Leave of Absence Job Indicator Primary Job

Current

Salary Admin Plan SW Statewide

Grade 6 Statewide Salary Grade 6

Step

☐ Includes Wage Progression Rule

Grade Entry Date 06/10/2021

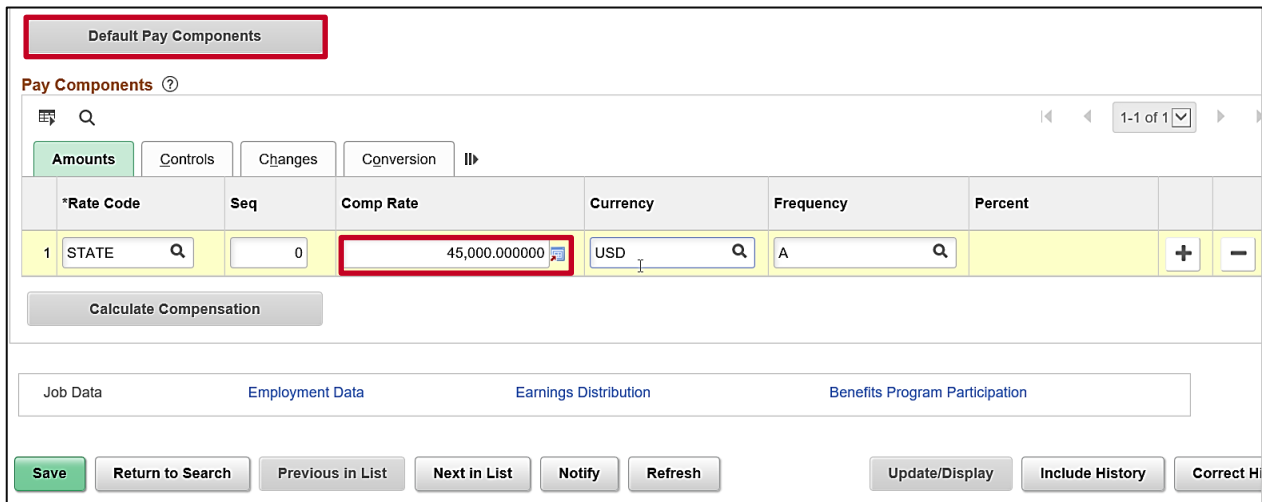
Step Entry Date

Job Data Employment Data Earnings Distribution Benefits Program Participation

13. Validate the expected Alternate **Salary Plan/Grade/Step** has been updated to the employee job record from the Position.
14. Click the **Compensation** tab.

How to Change an Employee's Compensation

The **Compensation** page is displayed.

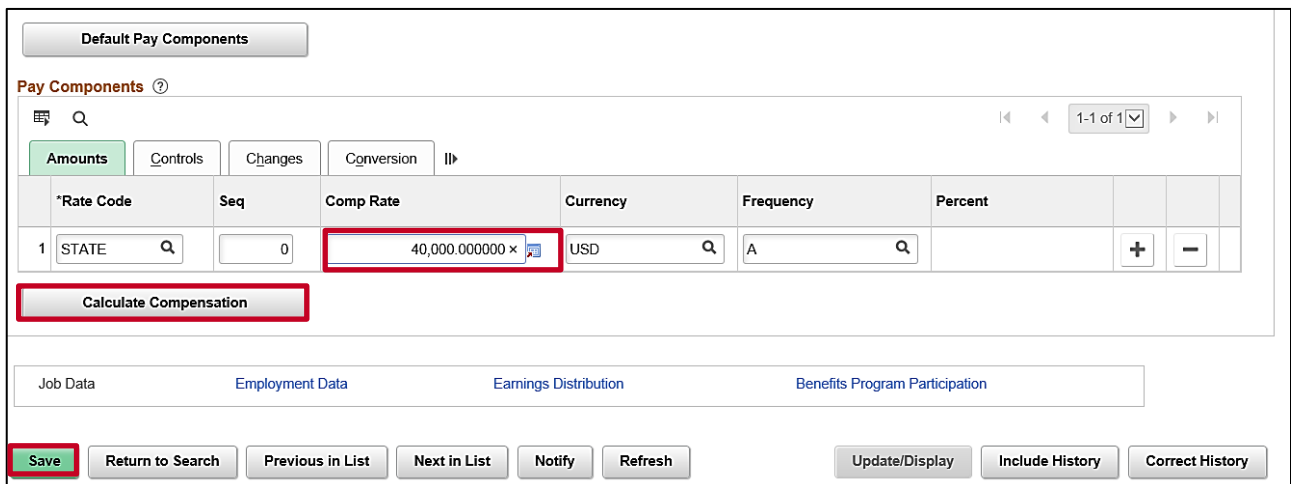


The screenshot shows the 'Default Pay Components' button highlighted with a red box. Below it, the 'Pay Components' table is visible with columns: *Rate Code, Seq, Comp Rate, Currency, Frequency, and Percent. The first row shows 'STATE' as the rate code, '0' as the sequence, '45,000.000000' as the compensation rate, 'USD' as the currency, and 'A' as the frequency. The 'Calculate Compensation' button is also visible below the table.

15. Click the **Default Pay Components** button.

16. Highlight the **Comp Rate**.

17. Enter the **New Compensation Rate**.



The screenshot shows the 'Comp Rate' field highlighted with a red box, containing the value '40,000.000000 x'. Below the table, the 'Calculate Compensation' button is also highlighted with a red box. The 'Save' button at the bottom left is also highlighted with a red box.

18. Click the **Calculate Compensation** button.

19. Click the **Save** button.